



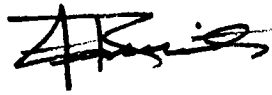
State of New Jersey  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
DIVISION OF WASTE MANAGEMENT  
HAZARDOUS SITE MITIGATION ADMINISTRATION  
CN 028, Trenton, N.J. 08625

MARWAN M. SADAT, P.E.  
DIRECTOR

JORGE H. BERKOWITZ, PH.D.  
ADMINISTRATOR

M E M O R A N D U M

TO: Berry's Creek Site Action Committee (SAC) Members  
and/or Meeting Attendees

FROM: Dr. Jorge H. Berkowitz, Chairman - SAC 

SUBJECT: MEETING MINUTES  
SAC MEETING #1 (November 29, 1984)

MEETING ATTENDEES: Dr. Jorge H. Berkowitz, NJDEP/HSMA, SAC Chairman  
Hank Garie, NJDEP/ORS, SAC Member  
Lawrence Schmidt, NJDEP/OP, SAC Member  
Charles Hanson, Velsicol, SAC Member  
Arthur Slesinger, Morton Thiokol, SAC Member  
Fred Zeigler, President-ERM Southeast  
Joseph Maher, NJDEP/HSMA  
Dr. Richard Dime, NJDEP/HSMA  
George Harvell, Velsicol

Formal notification of the inaugural meeting of the Berry's Creek/Wood-Ridge Site Action Committee was given to the committee members by letter of 11/21/84 in accordance with Item 3(d) of the Stipulation and Supplementary Order.

While awaiting the arrival of the Velsicol representatives because of a delayed airline arrival, Fred Zeigler gave a presentation on the critical path schedules and cash flow projections developed by ERM-SE for use as project management tools on this project (which the Velsicol representatives were already familiar with). The schedules and projections were developed utilizing ERM-SE's personal computer. Attachment 1 is a synopsis of F. Zeigler's presentation.



Upon arrival of the Velsicol representatives, the meeting was conducted in accordance with the attached agenda. Meeting attendees were invited to add agenda items at the beginning of the meeting.

I. Call to Order (Chairman Berkowitz)

II. Introduction of Committee Members and Other Meeting Attendees (Chairman Berkowitz)

III. Rules of the Road (Chairman Berkowitz)

- The following "SAC Operating Policy" items were proposed and accepted without objection by SAC:

(1) Meeting minutes will be typed by NJDEP and conveyed to SAC at least one (1) week prior to next meeting.

(2) Agenda for next SAC meeting will be developed by NJDEP and conveyed to SAC for any modification at least one (1) week prior to the meeting.

(3) Each member of SAC designate a proxy to act on behalf of the member in the members absence. SAC members are to designate their proxy in writing on or before the second meeting.

(4) Solicit the participation of USEPA Region II on SAC by requesting they designate a non-voting member to the committee. (Chairman Berkowitz will solicit EPA's participation on SAC by formal letter).

- The committee was informed that the question of whether or not SAC meetings were subject to the NJ Public Meeting Act was before the Attorney General's Office for a legal opinion. The legal opinion is expected prior to the next meeting.

- Chairman Berkowitz conveyed the Department's commitment to this project and the committee instituted to manage the study. Velsicol and Morton Thiokol in turn conveyed their commitment to the same.

IV. Selection of Project Manager (Chairman Berkowitz)

In accordance with Item C.2 (h) of the Stipulation and Supplementary Order, Joseph Maher (Site Manager w/ HSMA-NJDEP) was nominated as "Project Manager" and the nomination was accepted unanimously by the committee.

V. Items Due In Accordance with the Stipulation and Supplementary Order (Joe Maher)

<u>ITEM #/DESCRIPTION</u>	<u>DUE DATE</u>	<u>STATUS</u>
c.(3)(a) : Committee Appointments		
- Velsicol	11/5/84	completed
- Morton Thiokol	11/5/84	completed
- NJDEP	11/5/84	completed

<u>ITEM #/DESCRIPTION</u>	<u>DUE DATE</u>	<u>STATUS</u>
c.(9) : Reimburse NJDEP for Past Monitoring		
- Velsicol (\$7500)	11/25/84	completed
- Morton Thiokol (\$7500)	11/25/84	completed
c.(11) : Letter of Credits Due NJDEP		
- Velsicol (\$605,000)	11/25/84	completed
- Morton Thiokol (\$605,000)	11/25/84	completed
c.(12) : Initial Cash Flow Projection	12/10/84	*

\* It was proposed and accepted without objection by SAC that ERM's cash flow projection would satisfy Item c.(12) of the "Stipulation and Supplementary Order...".

#### VI. Task 1 - Literature Search and Background Investigation

- In accordance with the Scope of Work/Exhibit B, three (3) documents must be submitted to SAC for review and approval by the Task 1 contractor prior to initiation of Task 1. Fred Zeigler informed SAC that he will submit the necessary documents to the Project Manager for the appropriate distribution.
- Charles Hanson informed SAC that Velsicol and Morton Thiokol were presently negotiating a contractual agreement establishing their respective responsibilities for proceeding with the RI/FS. The contract is expected to be executed prior to the next SAC meeting.
- Item c.(6) of Stipulation and Supplementary Order.

The contract between Morton Thiokol/Velsicol and ERM-Southeast for completing Task 1 of the Scope of Work will be negotiated subsequent to the industries mutual contract and it is also expected to be in place prior to the next SAC meeting.

- Concern was raised that completion of Task 1 in May '85 would result in missing out on a spring season for gathering field data by the main contractor and the question was asked if it was possible to complete Task 1 prior to May. Fred Zeigler answered that the completion date could be improved upon with a concerted effort by all parties but it was more important that the care be taken to insure the completeness and accuracy of this task.
- It was proposed and accepted without objection by SAC that development of the Request for Proposal for Tasks 2, 3, and 5 through 10 be initiated concurrently with Task 1. By proceeding in this manner, only minor refinements to the RFP will be necessary at the completion of Task 1 in order to have it in bid ready form. The Project Manager was assigned lead responsibility for this task.

- Payment to ERM-SE for Task 1 Work.

Item c.(6) of the Stipulation and Supplementary Order states that "...ERM-Southeast Inc. shall be retained by Velsicol and Ventron and shall proceed with Task 1 of the Scope of Work; however, the performance of ERM-Southeast, Inc. shall be reviewed by the Committee and bills rendered by ERM-Southeast, Inc. shall be deemed eligible costs."

It was proposed and accepted without objection by the committee that:

- ERM's invoices for services rendered on Task 1 would be forwarded to Morton Thiokol/Velsicol through the Project Manager. The Project Manager will track ERM's progress and provide comment to the industries on the "percent completion" certified by ERM-Southeast on the invoices.

#### VII. Research Investigation by Academic Institutions

- Hank Garie presented a brief overview of the three (3) Berry's Creek research studies.
  - i. "Mode of Occurrence of Mercury in Berry's Creek Sediment" by Dr. Lee Meyerson/Kean College
  - ii. "Factors Controlling the Methylation and Mobilization of Mercury at the Polluted Meadowlands Area" by Dr. Richard Bartha/Rutgers University
  - iii. "Effects of Environmental Factors (DO, pH and Sediment Perturbance) on Release of Hg from Berry's Creek Sediments and Its Uptake by Killifish (Fundulus heteroclitus)" by Feddrick Weis/UMDNJ-NJ Medical School. The projects were completed with funding the Department received from USEPA under the Toxic Substances Control Act and the completed studies have been compiled into a published report dated 4/30/84 by the Office of Science and Research.
- The ensuing discussion by SAC regarding the details of extending certain research work and developing scopes of work for other necessary research studies under Task 4 of the Scope of Work resulted in a proposal unanimously accepted by the committee that Hank Garie be assigned lead responsibility for managing this Task.
- Hank Garie scheduled a meeting for SAC members the next day (11/20/84) at his office for the purpose of developing the strategy and time table for proceeding with Task 4 of the Scope of Work.
- Charles Hanson raised the issue of the most appropriate method for contracting out the research work and the procedure for payment of completed work as a discussion item. It was agreed upon that recommendations be developed for SAC's consideration at the next meeting.

#### VIII. Future DEP Monitoring Program

- Hank Garie presented a brief overview of the past monitoring program of Berry's Creek conducted by NJDEP's Division of Water Resources.

- Hank Garie recommended to the committee that he compile the results of all past monitoring and present the data package to the Technical Advisory Group for review and comment and, upon receipt of TAG's comments, develop recommendations for the future monitoring program. SAC accepted this recommendation without objection.
- Charles Hanson addressed Item 9.(b) of the Stipulation and Supplementary Order which states that the cost of monitoring Berry's Creek during the period of the Order is an eligible cost pursuant to paragraph c(7) and made note of the fact that the \$999,000 cost estimate contained in ERM-SE's scheduling and cash flow projection printouts does not include the cost for the future monitoring work.

#### IX. Community Relations

- Chairman Berkowitz distributed copies of a rough draft Community Relations Plan (CRP) to be carried out in conjunction with the RI/FS for review and comment and presented a brief overview of the elements that comprise a typical CRP.
- Chairman Berkowitz proposed that NJDEP assume responsibility for managing the community relations plan once approved by SAC based on the fact that the Department has staff in place that perform this function on other Superfund sites. After committee discussions it was unanimously agreed upon that NJDEP assume responsibility for managing the community relations function.
- Charles Hanson proposed that a meeting be set up between Velsicol's public liaison staff and Grace Singer, Director of Community Relations for NJDEP's Hazardous Site Mitigation Administration. The proposal was unanimously accepted by SAC.
- Joe Maher raised the issue of when a public announcement should be made (i.e., press release, fact sheet distribution) regarding the initiation of the RI/FS. The consensus of SAC was to issue public information after completion of Task I.

#### X. Technical Advisory Group (TAG)

- The appointment of Larry Schmidt as Executive Secretary of TAG by NJDEP in accordance with Item 14 of the Stipulation and Supplementary Order was unanimously accepted by SAC.
- Larry Schmidt presented an overview of how he envisions TAG operating.
- The following persons have accepted appointments to TAG as voting members:
  - (1) Hank Garie, NJDEP
  - (2) Dr. Richard Dime, NJDEP
  - (3) Dr. Dick Lee, COE Waterways Experiment Station
  - (4) Bob Engler, COE New York District
- Larry Schmidt is awaiting acceptance of the invitation of Paul Galuzzi, HMDC.

- L. Schmidt requested that Velsicol and Morton-Thiokol name their appointments as soon as possible (but no later than prior to the first TAG Meeting tentatively scheduled for January 1985).

HS40/cs

## ATTACHMENT 1

### CRITICAL PATH SCHEDULES/CASH FLOW PROJECTIONS

#### BERRY'S CREEK AREA/WOOD-RIDGE SITE RI/FS

The scheduling printouts generated (1) depict the start/finish dates for the various work activities that comprise the study, (2) denote those particular work activities that are "critical", i.e., they must be started/completed by specific dates so as not to delay the ultimate scheduled completion date, and (3) depict other useful information such as "% completion", cost per activity, duration per activity in work days, and nodal designations for each activity corresponding to the graphical depiction of the critical path schedule for the project.

The printouts can be arranged in various formats. Fred presented two (2) formats:

- (1) task activities in a chronological order of start/finish;
- (2) task activities grouped by the entity assigned responsibility for the activity.

The cash flow printout presented cash flow projections for (1) the earliest start date for each activity of the study and (2) the latest start date for each activity. A supplementary dual cash flow curve diagram was generated by the computer plotting expenditures vs. time based on the cash flow values for the earliest and latest start dates.



NOVEMBER 29, 1984

TRENTON, NJ

BERRY'S CREEK/WOODBRIDGE SITE ACTION COMMITTEE

I. Call to Order

II. Introduction of Committee Members

Jorge H. Berkowitz, Ph.D., Administrator, Hazardous Site Mitigation  
Administration - NJDEP

Lawrence Schmidt, Director, Office of Planning - NJDEP

Hank Garie, Assistant Director, Office of Science and Research - NJDEP

Charles R. Harrison, Director, Memphis Environmental Center -  
Velsicol Chemical Corp.

Mr. Arthur E. Slesinger, Director, Environmental Affairs - Morton  
Thiokol

III. Rules of the Road

Minutes

Agenda

Meetings

Summary

IV. Selection of Project Manager

V. Items due in Accordance with Agreement - Mr. Maher

Letter of Credit - Due Nov. 25

Reimbursement for Past Monitoring - Due Nov. 25

VI. Task I/ERM - Mr. Maher

ERM's Relationship with SAC

VII. Research Investigation by Academic Institution(s) - Task 4 - Mr. Garie

VIII. Future DEP Monitoring Program - Mr. Garie

IX. Public Participation - Dr. Berkowitz

X. TAG